

Model School Policy for Tobacco Use

North Dakota

Updated 2004

Reference: *Creating and Maintaining a Tobacco-Free School Policy*, Bureau of Health, Maine Department of Human Services; *Fit, Healthy, and Ready to Learn*, A School Health Policy Guide, National Association of State Boards of Education.

TOBACCO POLICY – RATIONALE FOR REGULATING POSSESSION AND USE

The health hazards of tobacco use have been well established. This policy is established to:

- (1) Reduce the high incidence of tobacco use in North Dakota.
- (2) Protect the health and safety of all students, employees and the general public.
- (3) Set a non-tobacco-use example by adults.

Tobacco use is the leading cause of preventable death and disability in North Dakota. To support and model a healthy lifestyle for our students the school board of [*name of school district*] establishes the following tobacco-free policy.

TOBACCO POLICY – DEFINITIONS

For purposes of this policy, “tobacco” is defined to include any lit or unlit cigarette, cigar, pipe, blunt, bidi, clove cigarette and any other tobacco product, and spit tobacco, also known as smokeless tobacco, dip, chew, and snuff, in any form.

For purposes of this policy, “tobacco use” includes smoking – which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke – and chewing spit tobacco – also known as smokeless tobacco, dip, chew and snuff in any form.

The term “use” means the chewing, lighting, smoking and any other usage of any tobacco product.

TOBACCO POLICY – USE AND POSSESSION PROHIBITIONS

The [*name of school district*] School District, inclusive of all its buildings and property, shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by, the school.

Possession or use of tobacco products by students on district property, in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

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The use of tobacco products by all school employees on district property or in district vehicles and at school-sponsored events (whether on or off district property) is prohibited at all times.

The use of tobacco products by all visitors to the school district property is prohibited. This includes non-school hours and at all events sponsored by the school or others.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products. Further, the acceptance of gifts (such as curriculum, book covers, etc.) or funds from the tobacco industry is prohibited.

TOBACCO POLICY – PREVENTION EDUCATION

Tobacco prevention education will be incorporated into the district's K-12 comprehensive health curriculum so that students will be aware of the health and social consequences of use/nonuse of tobacco products. Teachers whose instructional assignments include tobacco use prevention education will be trained in order that students will be afforded the most effective delivery of the district's classroom-based tobacco prevention education.

TOBACCO POLICY – COMMUNICATING TO STUDENTS, STAFF AND PUBLIC

This policy will be printed in the employee and the student handbooks. It will be posted in highly visible places in all schools of the district. Signs will be posted at all entrances of school buildings, school playgrounds, athletic fields and school-sponsored events (on and off campus). Parents will be sent notification in writing, and the local media will be asked to communicate this tobacco-free policy communitywide.

TOBACCO POLICY – ENFORCEMENT AND CESSATION

A. High School/Middle School Students (Grades 6-12)

First offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, participation in tobacco education program. Offer student resources for available cessation programs.

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Second offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, mandatory participation in tobacco education program (where available). Offer student resources for available cessation programs.

Third offense:

Will result in any or all of the following: confiscate tobacco products, notify parents, notify police, meeting and assessment with substance abuse educator or designated staff, possible suspension and/or community service. Offer student resources for available cessation programs.

B. Elementary School Students (Grades K-5)

First offense:

May result in any or all of the following: confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and police officer (school resource officer, where possible).

Second offense:

May result in any or all of the following: confiscate tobacco products, parental conference, meet with substance abuse educator or designated staff and police officer (school resource officer, where possible) and/or a minimum of one-hour detention, which may include a tobacco prevention component.

C. Faculty/Staff

Faculty and staff include administrators, teachers, janitors, aides, secretaries, clerks, teacher assistants, cafeteria workers, bus drivers, etc. These individuals may not display or use tobacco products on school property, in school vehicles, or at any school-sponsored events, both indoor and outdoor, and both off and on school property. Those staff members violating this policy will be subject to the following procedures:

First offense:

A verbal warning to the staff member, and referral to cessation services will be offered.

Second offense:

A written warning will be issued to the staff member with a copy placed in his or her district personnel file, and referral to cessation services will be offered.

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Third offense:

Shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and dismissal of staff.

D. Visitors

Visitors to the district facilities must comply with regulations set forth by the District School Committee. Smoking or the use of tobacco products by visitors is prohibited. This includes non-school hours and all functions of the school, athletic or otherwise. This also includes other organizations using school property.

Citizens who are observed smoking or using tobacco products on school district property or at school-sponsored events shall be asked to extinguish smoking materials after being informed of the school's tobacco-free policy. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering school district property for a specified period of time. If he or she refuses to leave, the police may be called.